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## **EMERGENCY MEDICAL DISPATCHER CERTIFICATION**

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### **PURPOSE**

To define requirements for initial certification of eligible individuals as an Emergency Medical Dispatcher (EMD) at an approved EMD Dispatch Center in the Inland Counties Region.

### **POLICY**

The applicant shall be issued an EMD certificate upon successful completion and verification of all of the requirements.

The expiration date of an EMD certificate shall be two (2) years from the date of successful completion of the EMD certifying examination.

The certification fee paid to ICEMA is nonrefundable.

### **ELIGIBILITY**

In order to be eligible to become certified as an EMD, an individual must:

1. Be eighteen (18) years of age or older.
2. Document successful completion of an ICEMA approved EMD Training Program within the last six (6) months (a list of approved programs is available through ICEMA).
3. Have a current American Heart Association BCLS level B or an American Red Cross Community CPR card.

### **PROCEDURE**

1. An individual applying for certification as an EMD within the ICEMA region shall:
  - a. Submit a completed ICEMA application form within six (6) months of being issued a course completion record. Incomplete applications will not be accepted or acknowledged and will be returned to the individual.
  - b. Complete a statement that the individual is not precluded for certification for reasons defined in Section 1798.200 of the Health and Safety Code.
  - c. Submit a 1" x 1¼" drivers' license-type photograph, no hats or dark glasses accepted. A photo may be taken at ICEMA at no charge. If the photo is submitted by mail, it will be necessary that it be accompanied by a photocopy of the applicant's driver's license for verification purposes.
  - d. Pay the established fee at time of application (Cashier's check, money order, cash or agency check only; no personal checks will be accepted).
  - e. Submit a photocopy of the individual's current BCLS/CPR card as specified above.
2. After verification of eligibility, the applicant shall take the ICEMA written certification exam. The individual must score at least eighty percent (80%) in order to successfully complete the written examination. The individual will be allowed to take the certification examination a second time and must score at least eighty percent (80%) to be successful. Failure to successfully complete the written certification exam on the second attempt will constitute failure of the entire process, and the individual must take and successfully complete an approved EMD basic course in order to re-enter the certification process.